



CURRENT EMPLOYMENT OPPORTUNITIES QUALIFICATION SHEET

This position is currently vacant within the Tollway.
The Human Resources Section will accept applications, with resumes from:

March 25, 2013 through April 5, 2013

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>SALARY</u>
Engineering	Materials Engineer	\$24.75 - \$50.73/Hour (G-6)

JOB QUALIFICATIONS:

To be selected for a position, an applicant must (1) meet the minimum requirements of the job posting, (2) pass a written exam (if applicable), (3) satisfy a background check (which may be extensive), (4) pass an oral interview, during which the interviewer(s) will further evaluate the applicant's qualifications and (5) provide certified transcripts, certifications, and/or license upon candidate processing and/or transfer, if the position requires a degree, certification, and/or license.

Internal Applicants who are current employees must have worked in their current position long enough to pass probation to be eligible to apply for the position. In addition, applicants are also subjected to an internal investigation which includes an evaluation of their work record, safety and discipline records, their performance assessments and time and attendance records (including late starts and early quits) for the preceding 12 months. (Authorized absences will not be included for purposes of assessing whether attendance is satisfactory.)

EDUCATION:

- Bachelor's of Science Degree in Civil Engineering or the equivalent Engineering related field experience is required

EXPERIENCE:

- Five (5) to ten (10) years of practical experience in construction material work for highways and structures or comparable work experience is required.

THE FOLLOWING SKILLS AND ABILITIES ARE REQUIRED/DESIRED:

- Good technical knowledge and organizational skills are required due to the broad range of materials utilized for various simultaneous design and construction projects.
- Proficiency in Microsoft Word and Excel is required.
- Computer experience in data processing or statistical analysis is desired.
- Working knowledge of the (Illinois Materials Inspections and Reporting System) I-MIRS database is desired.

Ways to apply

- **Online:** Complete the Illinois Tollway application, save it to the computer and email it to jobs@getipass.com
- **In person:** Submit the completed application or pick up and complete the application at [Illinois Tollway Headquarters](#) located at 2700 Ogden Avenue in Downers Grove between 8:00 a.m. and 4:30 p.m., Monday through Friday.
- **By mail:** Send the completed application to:
Illinois Tollway – Human Resources
2700 Ogden Avenue
Downers Grove, IL 60515

This position may be subject to Random Selection. [Random Selection Interview Policy Link](#)

[Application Link](#)

All applications must be received by the application deadline indicated on the qualification sheet or Internet site

In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, the Illinois Tollway actively takes steps to ensure that our employment selection process is accessible to persons with disabilities. Any person, who needs an accommodation, including an accommodation to the Illinois Rutan interview process, is encouraged to contact the Tollway's ADA Coordinator, Lisa G. Williams, at (630) 241-6800 extension 1010, TTY (630) 241-6898, or at lwilliams@getipass.com.

Materials Engineer Position Description

POSITION PURPOSE:

This position ensures construction projects are implemented in a safe and cost effective manner and protects the Illinois Tollway's interest in all facets of construction. The position also oversees all material specifications, application and implementation requirements for construction.

NATURE AND SCOPE:

The Materials Engineer reports directly to the Deputy Chief of Program Controls / System Integrity who is a direct report to the Chief Engineer. The reporting structure for this position is dependent upon staffing.

The incumbent is responsible for providing the Tollway and outside contractors and engineers the consultation or analysis needed for contracts related to earthwork and construction materials. This position ensures adherence to Authority policies, specified design, procedures and requirements for the construction materials proposed to be supplied on most construction projects.

This position will be responsible for providing the assistance to develop or analyze project specifications designed for construction materials; the review and analysis of submitted mix designs or commercial material products in relation to contract design requirements; the maintenance of material approval records for the Tollway construction contracts and as prepared or revised for the Illinois Department of Transportation; and the coordination of special construction or special waste material environmental projects.

The incumbent works with the Tollway's Project Managers, the Design Section, Section Engineers or Construction Section Engineers, the General Consultant and the Contractors to evaluate existing material conditions, material related problems during construction or design and contractor/supplier qualifications. This work provides consultation and recommends changes relating to construction and special waste environmental materials.

Good technical knowledge and organizational skills are mandatory because of the broad range of materials utilized for the various construction and design projects worked on simultaneously. A college degree in Engineering with five (5) to ten (10) years experience in construction material work for highways and structures or comparable work experience as required.

Computer experience, especially with Excel, is important for application to the high level of data processing or statistical analysis included with this job position.

REQUIREMENTS:

A Bachelor's of Science Degree in Civil Engineering or the equivalent Engineering related field experience is required. Five (5) to ten (10) years of practical experience in construction material work for highways and structures or comparable work experience is required.

Good technical knowledge and organizational skills are required due to the broad range of materials utilized for various simultaneous design and construction projects.

Proficiency in Microsoft Word and Excel is required.

Computer experience in data processing or statistical analysis is desired.

Working knowledge of the (Illinois Materials Inspections and Reporting System) I-MIRS database is desired.

PRINCIPLE ACCOUNTABILITIES:

1. Reviews and analyzes material proposals or existing soil conditions for the construction projects.
2. Designs and monitors special construction material related projects.
3. Identifies, analyzes and recommends methods to resolve any deviation from material requirements or problems during construction.
4. Directs and informs engineering design or construction consultants of Authority material requirements, policies and procedures.
5. Interacts with outside agencies, state departments of transportation, university research projects, special interest groups, the general public and business.
6. Evaluates consultants, testing agency and supplier qualifications.
7. Performs as a Project Coordinator on non-typical material related projects, such as roadway assessment, structural evaluation or environmental jobs.
8. Performs other duties as they are assigned.